

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m. on March 10, 2004.** Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its

contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. You will be notified if a presentation is required. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for 25,000/\$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES FOR “AS-NEEDED” OFFICE TECHNICIAN SERVICES

PROJECT LOCATION: Various throughout Macomb County

CONTROL SECTION, JOB NUMBER: Various, see list in Scope of Services

DESCRIPTION OF WORK: As need for office technical services at the Macomb Transportation Service Center.

I. Primary Prequalification Classification:
Technical Assistance

The anticipated start date of the service is April 1, 2005.

The anticipated completion date for the service is April 1, 2006.

DBE REQUIREMENT: 0%

II. Project Engineer Manager Designation / Description of Work

A. Dan Everett, P.E.
38257 Mound Road
Sterling Heights, MI 48310
Phone (586) 978-1935
Fax (586) 978-8075
Email: everettd@michigan.gov

B. Provide inspection services to perform complete Office Technician duties for road construction and bridge rehabilitation work which may include work to close projects out (“finaling”) after construction. Services will be performed on various projects throughout 2005 as directed by the Project Engineer Manager.

The employee submitted for the office technician position shall be dedicated as the office technician for the entire season if selected. The estimated amount of time per week for this work is between 35 to 40 hours, but will vary, and overtime may be necessary.

The projects that may utilize these services include, but are not limited to:

C.S. - J.N.	Route	Description	Approx. Start	Approx. Completion
77011-60338 77011-60441 50091-55657	M-19	9.4 Miles of Mill and Resurface.	April 2005	Nov 13, 2005
50015-75693	33 Mile Road	Wetland Mitigation	July 2005	Sept 2005
50023-80935	M-59	Bridge Rehab	June 2005	Sept 2005

50051-81036	I-94	Soundwall	Aug 2005	Oct 2005
84917-80994	M-3 and M-97	Traffic Signal Upgrade	June 2005	Nov 11, 2005

III. General

- A. This Scope of Services consists of performing to the satisfaction of the Department all office technician services necessary to complete the contracts, in accordance with MDOT specifications, publications, and accepted practices.
- B. The vendor's principal contact with the Department shall be through the designated Project Engineer Manager.
- C. The vendor agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. This solicitation may result in selection of office technician services from one firm.

IV. Office Technician Services to be Performed by the Vendor

- A. Provide full time experienced office technician services as needed on various projects and perform office technician services under the direction of the Project Engineer Manager. The office technician assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.
- B. The Vendor will immediately bring to the attention of the MDOT Project Engineer any failure by the Contractor to comply with any documentation requirement, any problem, trends toward borderline compliance, or any occurrence which may require resolution.
- C. The employee shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Work may require occasional travel to the project sites.
- D. The employee shall be proficient working with metric and English units.
- E. The employee shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.

- F. The employee shall attend all project related meetings, when directed by the Project Engineer Manager.
- G. All overtime for the vendor must be authorized by the Project Engineer Manager prior to the start of the work by the Vendor.

V. Services to be Performed by the Department

- A. The Project Engineer Manager will provide the employee with the Field Manager computer and software at the Macomb TSC site, and the standard office supplies and equipment for the services required.
- B. The Project Engineer Manager shall furnish to the vendor all project specific construction proposals, plans, plan revisions, written instructions, reports forms, other information and/or data deemed necessary for the services required herein.

VI. Vendor Payment

- A. All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.
- B. Payment to the vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal